



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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CNSTCINST 4200.1
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19 Oct 04

COMNAVSERVTRACOM INSTRUCTION 4200.1

From: Commander, Naval Service Training Command

Subj: GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM

Ref: (a) EBUSOPSOFFINST 4200.1
(b) General Services Administration (GSA) Contract
GS23F98006
(c) Federal Acquisition Regulation (FAR)
(d) Defense Federal Acquisition Regulation Supplement
(DFARS)
(e) NETCSTAFFINST 4200.1
(f) USD memo of 21 Apr 03 (NOTAL)

Encl: (1) Agency Program Coordinator Internal Operating
Procedures (IOP)
(2) GCPC Flowchart
(3) Purchase Card Log
(4) Appointment Letter for Agency Program Coordinator
with Acknowledgement (Sample)
(5) Nomination Letter for Approving Official (Sample)
(6) Nomination Letter for Cardholder (Sample)
(7) Cardholder Delegation of Authority Letter with
Acknowledgement (Sample)
(8) Cardholder Accountable Official Letter with
Acknowledgement (Sample)
(9) Reviewing Officer Delegation Letter with
Acknowledgement (Sample)
(10) Purchase Documentation Worksheet
(11) Cardholder Worksheet
(12) Purchase Order Request Form
(13) DD Form 577 Signature Card

1. Purpose. To establish policy, procedures, and responsibilities for the use of the Government Commercial Purchase Card (GCPC) as a method of procurement for purchases at or below \$2,500 and as a method of payment for procurements exceeding the micro-purchase threshold at Naval Service Training Command (NSTC), Great Lakes.

2. Cancellation. NTCGLAKESINST 4200.5A.


3. Background

a. The DON E-Business Operations Office (EBUSOPSOFF) has DON-wide responsibility for GCPC program policy. All DON activities using the program must comply with the provisions of reference (a). The GSA Federal Supply Services (FSS) awarded reference (b) to CITIBANK for GCPC services. The contract provides, at the request of federal ordering agencies, GCPCs and associated services for civilian and military government employees to make purchases for official government use. References (c) (Part 13) and (d) (Part 213) provide federal guidance for all purchases to be accomplished with the GCPC.

b. Public Law 103-355, The Federal Acquisition Streamlining Act of 1995, authorizes the use of the Government-wide commercial Purchase Card.

c. CITIBANK will be the issuing bank for purchase cards under the DON-wide Government Commercial Purchase Card.

4. Policy. The intent of this instruction is not to modify, delete, or in any way relieve an activity or individual from the responsibility to comply with all applicable acquisition regulations, directives, procedures, and instructions. NSTC policy is to use the GCPC for all supplies and services at or below the micro-purchase threshold (\$2,500) as a procurement method and, where practical and permissible, as a method of payment for contracts. These internal operating procedures provide guidance on the appropriate use of the GCPC program by NSTC personnel.


M. M. KOLAR
Chief of Staff

INTERNAL OPERATING PROCEDURES (IOP)
FOR USING THE GOVERNMENT-WIDE
COMMERCIAL PURCHASE CARD



NAVAL SERVICE TRAINING COMMAND
2601A Paul Jones Street
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1. General

a. The GSA FSS awarded contract GS-23F-98006 for government-wide commercial credit card services to CITIBANK. The contract provides, at the request of federal ordering agencies, GCPCs and associated services for civilian and military government employees to make purchases for official government use. These internal operating procedures provide guidance on the appropriate use of the program by NSTC personnel.

b. NSTC policy is to use the GCPC for purchases not exceeding \$2,500 and as a method of payment for contracts exceeding the micro-purchase threshold up to \$100,000. All purchases must be accomplished in accordance with FAR Part 13, DFARS 213, NAPS 5213, EBUSOPSOFFINST 4200.1A, the GSA contract and this Internal Operating Procedure (IOP).

c. The CITIBANK purchase card may be used to purchase supplies and services when authorized per references (a), (c), and (d), Navy Acquisition Procedures Supplement (NAPS), Head of Contracting Agency (HCA) instructions, and local operating procedures. The card may also be used to order directly from government-required sources (i.e., GSA stock, Federal Prison Industries (FPI), Document Automation Production Service (DAPS), etc.) up to \$100,000. Open market purchases can be made only when requirements cannot be obtained from the required government sources of supply listed in FAR 8.001 and Defense Federal Acquisition Regulation (DFAR) 208.70. Without exception, CITIBANK may only be used for authorized U.S. Government purchases.

d. The purchase card may be used as a payment method for contractual instruments authorized by the contracting officer, all commercial training requests valued at or below \$25,000 using DD Form 1556, and all government printing requests accomplished on DD Form 282 not to exceed (NTE) \$100,000.

2. CITIBANK Purchase Card. CITIBANK is the contractor who will maintain all purchase card accounts, issue cards to cardholders, send monthly statements to cardholders and approving officials (AOs), and provide various reports to the APC.

3. Definitions

a. Billing Cycle. A 30-day billing period when the purchase cardholders may use their purchase card. The billing cycle activity ends on the 21st of each month.

b. Billing Cycle Purchase Limit. The spending limit assigned to each purchase cardholder's cumulative purchase and transactions within a given billing cycle.

c. Billing Cycle Office Limit. The monthly office limit is a budgetary limit established by the APC for each AO. The limit established by the APC will not exceed the sum of the cardholder's monthly purchase limits and should reflect spending history as well as budgetary trends.

d. Purchase Cardholder. Any government employee who is designated by the Chief of Staff or designee to be issued a purchase card or purchase card account. The purchase card bears the name/account number of purchase cardholder.

e. Commonly Used Hazardous Material (HAZMAT). For the purpose of this instruction, commonly used HAZMAT means HAZMAT or products that are customarily sold to the general public to be used for non-governmental purposes (commercial products) that are in the same size and packaging found commercially. Examples of those materials or products include those required on a routine basis to meet daily operational needs, such as, lubricants, batteries, toner cartridges, detergents, etc.

f. Contracting Officer. Government employees who have the authority to bind the government to the extent of their delegated purchasing authority.

g. Credit Limit. The maximum dollar threshold assigned at the AO/billing level limiting the amount an account can have outstanding at any one time.

h. Disputes. Instances where the transactions on the purchase cardholder's statements do not agree with retained receipts or entries in the log.

i. Purchase Card. A credit-card-like purchase account established with the bank that enables properly authorized government personnel to buy and pay for mission requirements.

j. Purchase Card Log. Manual or automated log on which the purchase cardholder documents screening for mandatory government sources and individual transactions using the purchase card. Entries in the purchase card log should be supported by internal command documentation (enclosure (3)).

k. Purchase Card. The purchase card is the credit-card-like purchase account established with the bank that enables properly authorized Government personnel to buy and pay for mission requirements.

l. Purchase Card Misuse. (a) Items appearing excessive in terms of quality, quantity or otherwise did not appear to meet the Government's minimum requirement; (b) Procurement of prohibited items per EBUSOPOFFINST 4200.1A; (c) Exceeding the micro-purchase threshold; or (d) Anyone other than the cardholder making a purchase(s).

m. Purchase Card Abuse

(a) Items that are not for Government use but rather were for personal use of the purchaser, approving official/certifying officer, or recipient of the purchased items. (Items do not need to be taken home for and item to be considered personal in nature). Items of personal preference that do not appear to fulfill actual mission requirements can also be for personal use and amount to abuse.

(b) Procurement of items that may be otherwise appropriate except for the underlying details such as price reasonableness (we paid an unreasonable price).

(c) Unauthorized Commitments. Unauthorized commitments for the purpose of this instruction are "purchase actions" accomplished by a Government employee (Military or civilian) who lacks authority (purchase card or otherwise) to obligate the Government contractually and subsequently a purchase cardholder initiates a transaction absent proper review and approval.

n. Monthly Purchase Cardholder's Statement. The statement of charges forwarded to the purchase cardholder at the end of the billing cycle detailing all of the charges during that period.

o. Monthly Billing Statement. An official invoice identifying all of the transactions of the purchase cardholder during a billing cycle that is used for the purpose of payment. This invoice is provided to the AO.

p. Reconciliation. The process by which the purchase cardholder and AO review their monthly statements and reconcile against available vendor receipts and purchase card log.

q. Services. For the purposes of this instruction, services are firm fixed priced (including unpriced orders with an established ceiling), non-personal, commercially available requirements in which we directly engage the time and effort of the contractor to perform a task (e.g., repairs, maintenance, annual maintenance agreements, etc.).

r. Single Purchase Limit. The dollar threshold assigned to each purchase cardholder for a single purchase/payment action.

s. Transaction Type. The transaction type is the method by which an order is placed when using the purchase card. Purchase card buys may be made over-the-counter, over-the-phone, or via the Internet.

4. Delegations of Authority

a. Head of Activity (HA). The Chief of Staff is designated to serve as the HA and is responsible for support/sponsorship to all participants in the purchase card program and ensures periodic management reviews of the purchase card program are conducted. The HA ensures that appropriate administrative and disciplinary action is taken when fraudulent, improper, and/or abusive purchase card transactions are found. The HA ensures that all program participants have received the required training per DOD and DON policy and procedures. The HA must be cognizant of the guidelines outlined in the purchase card desk guide entitled "Commanding Officer's Top 10 Purchase Card Management Tips." The HA desk guide is available on the DON eBusiness web site, www.don-ebusiness.navsup.navy.mil.

b. Agency Program Coordinator (APC). The APC is designated by the Chief of Staff (or his/her designee) (enclosure (4)) and is the individual responsible for day-to-day program oversight. The APC serves as the liaison

between NSTC, CITIBANK, and the GSA Contracting Officer. The APC oversees and establishes guidelines for the CITIBANK purchase card program. The APC must submit changes to dollar limitations or authorized merchant codes to CITIBANK. The APC also coordinates card applications, issuance and destruction of cards, reports, and administrative training. The APC must review the DON eBusiness APC desk guide and follow the guidance provided therein. The APC desk guide is available from the DON eBusiness web site, www.don-ebusiness.navsup.navy.mil.

c. Disputes Office Contact. The NSTC APC will coordinate, process, and monitor all disputed purchases, credits, or billing errors.

d. Authorizing Official (AO). An individual designated in writing who is responsible for ensuring proper use of the purchase card through approval of purchases for the cardholders within their purview. AOs must be nominated by their immediate supervisor to the APC (enclosure (5)). The AO will review the cardholder's monthly statement of account to ensure purchases are made per the FAR and agency regulations. The AO will enforce the provisions of these internal procedures and initiate administrative and disciplinary procedures for misuse of the card per these procedures. NSTC AOs will be designated by the Chief of Staff (or his/her designee) (enclosure (6)) and acknowledge the responsibility and the understanding of reference (a) and the CITIBANK regulations. AOs must review the DON eBusiness AO desk guide and follow the guidance provided therein. The desk guide is available from the DON eBusiness web site: www.don-ebusiness.navsup.navy.mil.

e. Certifying Officer. An individual designated in writing by the Chief of Staff (or his/her designee) who certifies the monthly billing statement for cardholders under his/her purview and forwards it to the appropriate office for payment (enclosure (6)). The certifying officer is responsible for:

(1) The accuracy of information stated in a voucher, supporting documents, and records.

(2) Computation of a certified voucher under sections 3528 and 3325 of Title 31, United States Code.

(3) Legality of proposed payment under the appropriation or fund involved.

(4) Providing advice to accountable officials.

(5) Seeking advance fiscal decisions from legal counsel.

(6) Repaying a payment that (a) is determined to be illegal, improper, or incorrect because of an inaccurate or misleading certificate, (b) is prohibited by law, or (c) does not represent a legal obligation under the appropriation or fund involved.

(f) Cardholder. The cardholder is the individual to whom a purchase card is issued in order to buy supplies and services. The requesting office must first nominate the cardholder (enclosure (7)). Prior to making purchases, the cardholder must receive a delegation of authority from the Chief of Staff (or his/her designee) (enclosure (8)) and acknowledge the responsibility and the understanding of reference (a), CITIBANK regulations, and the policy specified within this instruction (a page 13 service record entry is required for military service members). Additionally, the cardholder must be appointed on an SF 1402 (Certificate of Appointment) if their procurement authority exceeds the micro-purchase threshold. The card bears the cardholder's name and will only be used by this individual to pay for authorized U.S. Government purchases. This delegation will specify the single purchase limit, the billing cycle purchase limit, and the transaction types authorized (over-the-counter, over-the-telephone, and/or via the Internet). Cardholders must review the DON eBusiness CH desk guide and follow the guidance provided therein. The desk guide is available from the DON eBusiness web site, www.don-ebusiness.navy.mil.

g. Accountable Official. The individual (cardholder) in possession of the receipts supporting that support the purchases being certified. Enclosure (9) provides a sample appointment and acknowledgment letter to be accomplished by the Chief of Staff (or his/her designee).

h. Financial Manager (FM). An individual that liaisons with the APC to ensure cardholders are assigned the correct lines of accounting and funds are committed to satisfy the requirement. The FM ensures all exception output from

STARS-FL INFOPAC files is corrected and the APC is informed of any corrections required to the CitiDirect web site.

i. Reviewing Official (RO). An individual appointed by the Chief of Staff (or his/her designee) who is responsible for pre and post payment reviews of payments certified by the AO or Disbursing Officer per Financial Management Regulation (FMR) Volume 5, Chapter 33, Section 330802 (enclosure (10)). This individual shall not concurrently serve as an accountable, certifying, or disbursing official or APC. ROs should review the DON eBusiness HA desk guide and reference (a) for further guidance. The desk guide is available from the DON eBusiness web site, www.don-ebusiness.navsup.navy.mil.

5. Establishing Local Accounts

a. The APC for Naval Service Training Command (NSTC) is Mrs. Gussie H. Hendrix. Mrs. Hendrix is the command point of contact for providing management and oversight for the NSTC Purchase Card Program. She is located in Building 1, Great Lakes; email address is gussie.hendrix@navy.mil; telephone number is (847) 688-4141; fax number is (847) 688-3277.

b. Prior to establishing purchase card accounts for local command personnel, the APC will ensure that the prospective CH and AO has received proper training.

6. Training

a. All personnel involved in the program will receive procurement ethics training. Training can be accomplished via the web: www.defenselink.mil/dodgc/defense_ethics/. Recommend contacting the NSTC Office of General Counseling if in doubt as to the most recent DOD/Navy ethics training materials or to address any questions regarding the training.

b. Prior to issuance of a purchase card, all prospective cardholders and cognizant AOs must receive orientation on the credit card program and local operating procedures. The APC will provide information and basic instructions to cardholders and AOs on how to use this card per established policy.

c. Refresher training is required at least every 2 years for cardholders and others involved in the process to ensure compliance and understanding of contracting authority and local operating procedures.

d. In addition, the APC, prospective cardholders, and AOs must successfully complete the following:

(1) DON eBusiness Commercial Purchase Card Course of Micro-Purchasers via the CD-ROM or web based training module at www.don-ebusiness.navsup.navy.mil.

(2) An HCA-approved purchase card course that contains the minimum requirements/curricula covered in the DON eBusiness Commercial Purchase Card Course for Micro-Purchasers.

(3) Defense Acquisition University Purchase Card Module to be taken by all new GCPC personnel, website: www.dau.mil. This is a "once and done" requirement and does not need to be repeated as refresher training.

(4) Defense Acquisition University, Basics of Contracting (CON 237), website: www.dau.mil. This training requirement is only applicable to cardholders that will be accomplishing delivery orders against GSA schedules exceeding the micro-purchase threshold of \$2,500.

e. All personnel shall review and retain the DON purchase card program desk guide applicable to the function they have been designated to perform. Desk guides are available from the DON eBusiness web site, www.don-ebusiness.navsup.navy.mil.

f. A copy of all training certificates will be provided to the APC.

7. Dollar Limits Associated with the Card. Use of the purchase card by a cardholder at NSTC is subject to a single purchase limit and a monthly billing cycle limit. These limits are established in each cardholder delegation of authority letter (enclosure (8)). The single purchase limit cannot be exceeded unless a revised delegation of authority is issued by the APC raising the limit.

8. Vendor Authorization. When issuing this card to an employee, authorization codes will be established by the

APC and in concurrence with the cardholder's AO. These authorizations will be incorporated in the card and are referred to as merchant category codes. Under normal circumstances, merchants are required to obtain authorization from CITIBANK for purchases over \$50. However, many merchants now use electronic authorization methods allowing them to obtain authorization for all purchases, regardless of amount. When authorization is sought for a purchase by the merchant, the CITIBANK authorization system will check each individual cardholder's single purchase limit, the billing cycle purchase limit, the AO's billing cycle office limit, transaction method, and the type of merchant where the cardholder is making a purchase before authorization for that transaction will be granted.

9. Card Security

a. The unique CITIBANK Master Card that the cardholder receives has his/her name embossed on it and may be used only by that person. The card was specially designed showing the great seal of the United States and the words "United States of America - Smart Pay" imprinted on it to avoid being mistaken for a personal credit card.

b. It is the cardholder's responsibility to safeguard the purchase card and account number at all times. The cardholder shall not allow anyone to use his/her card or account number. A cardholder who permits his/her GCPC or GCPC account number to be used by another person shall have his/her card withdrawn and shall be subject to disciplinary action.

c. Credit cards will be kept under lock and key when not in use. This action will assist in assuring the GCPC is not accidentally used for personal transactions.

10. Standards of Conduct. Employees of NSTC Staff hold a public trust; their conduct must meet the highest ethical standards. All authorized staff personnel will use the GCPC only to purchase supplies within the guidance of this program. Cardholders and AOs should be aware that making false statements on purchase card records may subject them to disciplinary action, up to and including removal, as well as to criminal prosecution under Title 18, United States Code, or the Uniform Code of Military Justice for military personnel.

11. Improper, Fraudulent, Abusive, Negligent, or Unauthorized Use of a Purchase Card. Improper, fraudulent, abusive, negligent, or unauthorized use of a government charge card is prohibited. Unauthorized use means the use of a purchase card by any person other than the cardholder whose name appears on the purchase card. Use of the card for purposes that are not official NSTC business is in violation of regulation or law. Unauthorized use also means use of a purchase card by a contracting officer who exceeds his/her delegation of authority. Supervisors who receive information indicating that a cardholder has engaged in any misuse of a government charge card shall take appropriate action, including an investigation. The circumstances of each individual case will determine the appropriate type of corrective or disciplinary/adverse action, if any that may be imposed. Reference (f) provides guidance applicable to civilian employees, and enclosure (11) provides examples for penalties for such offenses. The AO and/or cardholder shall be subject to administrative disciplinary action, prosecution under the Uniform Code of Military Justice, and/or criminal prosecution under Title 18 of the United States Code for improper, fraudulent, abusive, negligent, or unauthorized use.

12. Restrictions on the Use of the Purchase Card. The card may not be used for the following:

- a. Cash advances (not permitted under any circumstances).
- b. Rental or lease of land or buildings.
- c. Telecommunications (telephone) services.
- d. Fuel or oil for DON-owned aircraft, vessels, and vehicles, unless specifically authorized by the HCA/Fleet Acquisition Office.
- e. Rental or lease of motor vehicles, whether or not on official travel.
- f. Repair of GSA-leased vehicles.
- g. Expenses associated with official travel including transportation, lodging, or meals.

h. Commonly Used HAZMAT. For the purpose of this instruction, commonly used HAZMAT means hazardous materials or products that are customarily sold to the general public to be used for non-Governmental purposes (commercial products), which are in the same size and packaging found commercially. Examples of those materials or products include those required on a routine basis to meet daily operational needs, such as, lubricants, batteries, toner cartridges, detergents, etc.

i. Purchases that require federal or military specifications.

j. Rental or leases over 30 days in duration.

k. When a bilateral purchase order is required (e.g., foreign military sales, classified requirements, etc.).

l. Reference (a) provides a comprehensive listing of prohibited and special attention items related to purchase card buys.

13. Financial Disclosure Report (OGE 450). Cardholders who purchase in excess of \$100,000 per fiscal year, and AOs/certifying officers who approve/certify in excess of \$100,000 per fiscal year must complete form OGE 450 (Confidential Financial Disclosure Report) and a DD Form 577, Authorized Signature Form (enclosure 15).

14. Training Requests (DD Form 1556)



a. DD Form 1556 is authorized for all training costs associated with an individual or group when the training is an off-the-shelf event, conference, or instructional service available to the general public and priced the same for everyone valued at or below \$25,000.

b. The GCPC may not be used to pay for training in excess of \$25,000 when using DD Form 1556.

c. Each department prepares DD Form 1556 for their employees. This includes assignment of an SDN and line of accounting (Block B). Block 27 will state that "Payment will be made with the GCPC." Also, annotate cardholder's name and telephone number.

15. Micro-Purchase Procedures When Using the Card

a. Prior to soliciting a quotation, the cardholder must have an adequately prepared and properly approved purchase order request form (enclosure 14), for commercially available supplies, that has been screened for the use of required sources of supplies.

b. Screening. The purchase card will only be used to purchase supplies if requirements cannot be satisfied through required sources listed in the FAR Part 8.001 priorities for use of government supply sources (i.e., NIB/NISH (JWOD). Supplies, furniture, and equipment available from GSA/DLA stock programs must be ordered through the system unless the items meet the test of quality, timeliness, and cost specified in the DFARS 208.7003-1. It is the cardholder's responsibility to screen all requirements from the statutory sources of supply, Document Automation and Production Service (DAPS) Javits-Wagner-O'Day (JWOD a.k.a. NIB or NISH). Visit www.jwod.gov for more information about the many choices there are to identify/order JWOD products and comply with this mandatory screening requirement. Mandatory items referred to on the Internet ordering websites listed are identified with the  icon, non-mandatory items are identified with the  icon. The screening must be documented in the manual or automated cardholder purchase card log.

In addition, cardholders shall purchase environmentally preferable products and services. The Environmental Protection Agency (EPA) has issued a guide to assist purchasing personnel who are responsible for procuring factitively requirements. The guide is entitled "Guidance on the Acquisition of Environmentally Preferably Products" and identifies EPA preferable items. The guide and EPA designated products list can be accessed on the Internet at epa.gov/cpg/products. The cardholder must screen their requirements against the EPA designated products list located at epa.gov/cpg/products or as listed on attachment. If the item being purchased is listed, the manual or automated purchase card log must document yes or no that the purchase qualified as a "green" product (environmentally friendly).

GSA has also provided assistance to cardholders through a listing of products and services qualifying as "green" (environmentally friendly). This list contains over 5000

items and is located at pub.fss.gsa.gov/environ. The JWOD catalog has labeled their products with icons that identify their green products.

c. NSTC cardholders shall ensure that sufficient funds are committed by the Comptroller (or by the funds administrator/manager authorized in local operating procedures) to meet the requirement of the purchase card action. Cardholders should enter all purchase request information into their monthly purchase card log.

d. The cardholder will solicit a quotation and document the merchant's quote on the Purchase Documentation Worksheet, enclosure (12). Enclosure (13), cardholder worksheet, will be used to document screening when more than one quote is obtained.

e. If the merchant's price is fair and reasonable, the cardholder may proceed to purchase the supplies. This may be accomplished:

(1) Over-the-Counter. The cardholder goes to the merchant's place of business to make the purchase and the supplies are immediately available.

(2) Over-the-Phone. Orders are placed by phone and the contractor delivers the supplies to the activity or government pickup is authorized.

(3) Via the Internet. When purchasing/ordering via the Internet, all cardholders will ensure that appropriate account safeguarding measures are taken. All purchases/orders will be approved by the cardholder's AO. The AO has the authority to pre-approve reoccurring requests to prevent procurement delays.

f. The cardholder must confirm, as part of the award process, that the merchant agrees:

(1) Not to charge the purchase card account until all items are shipped or, if partial quantities are shipped, to bill only for the quantity shipped.

(2) Not to back order items.

(3) To deliver, or have available for pickup, all item(s) no later than 30 days from the date of the order.

(4) To include the following information on the shipping document or packing list:

- (a) Merchant's name and address
- (b) Annotation to forward document to the cardholder by name and code (but no account number should appear on shipping document)
- (c) Date of order
- (d) Requisition number
- (e) Date of delivery or shipment
- (f) Itemized list of supplies furnished, including quantity

g. Separation of Function. Whether the purchase is made over-the-counter, over-the-phone, or via the Internet, the following applies:

(1) The cardholder cannot requisition supplies if they are procuring the material. In addition, they cannot receive, inspect, and accept the material. Some other person must accomplish this function. There must be a separation of function between requisitioning, procuring, and receiving.

(2) Merchants should be reminded not to charge sales tax unless the location of the merchant's business is in a state that does not afford the Federal Government a tax-exempt status under its state and local laws (i.e., Arizona, Hawaii).

(3) Certify that the quality and quantity of the items furnished are per this agreement (verbal or written) with the vendor.

(4) Ensure that the fee paid by merchants is not added to the price of items purchased by the cardholder.

(5) Cardholders should attempt to obtain Free-on-Board (FOB) destination shipment terms. FOB destination means the merchant pays for the cost of transportation and includes it in the cost of the item. Cardholders should

not accept FOB origin, or prepay and add, unless the merchant states; that is the only way they will ship. FOB origin, or prepay and add, means the merchant bills for shipping and adds the cost as a separate line item. These transportation charges will be paid from the procurement line of accounting.

h. Purchase Card Log. A purchase card log will be used to record all purchase card transactions. The purchase card documentation should provide an audit trail supporting the decision to use the card and any required special approvals that were obtained. Enclosure (3) provides the required format for annotation of procurement information. The documentation should be held until the monthly billing statement is received and then attached to the statement when it is submitted to the AO.

i. Pilferable Items. Identify whether the material needs to be recorded in a Pilferable Item Inventory Control List. Items are considered pilferable if they are sensitive items that have a ready resale value or application to personal possession; which are, therefore, especially subject to theft. "If it is a pilferable item, the card holder must provide a copy of the purchase order form, the invoice, the serial number of the item and item location to the APC. The APC will maintain the pilferable item inventory ensuring all pilferable items purchased with the GCPC are under signature custody."

16. Documentation, Reconciliation, and Payment Procedures. Anytime a transaction is made using a card, whether it is done over-the-counter, via telephone, or over the Internet, a document will be retained as proof of purchase. These documents will later be used to verify the transactions shown on the cardholder's monthly statement.

a. When a transaction is made over-the-counter, the cardholder or shopper will obtain the customer copy of the charge slip, which will become the accountable document (make sure all carbons are destroyed).

b. The cardholder will document all transactions in a purchase card log and attach any shipping documents associated with the transaction to the requisition.

17. Invoicing Procedures. All credit card statements must be reconciled and electronically certified within 5 working

days from when the invoice status changes from "INTERIM" to "NEW" on the CitiDirect web site. The status usually changes within 2 to 3 days of when the billing cycle ends. If not, notify the APC.

18. Reconciliation

a. Cardholder. At the end of each monthly billing cycle, the cardholder will check each transaction on their statement to verify the accuracy. Pay and confirm procedures are used in instances where cardholders have been billed and have not received the items ordered. The cardholder shall confirm with the vendor that the items ordered are in transit and reconcile the monthly statement in full anticipation that the material will be received within the next billing cycle. The cardholder shall track the transactions that have not been received and pay the invoice in full. If the material is not received within the next billing cycle, the cardholder will then dispute the item using established dispute procedures. In addition, pay and confirm procedures include damaged items received, which are still under warranty, where the contractor confirms he/she will replace, modify, or repair within the next billing cycle. The cardholder will reconcile the information on their statement by assigning the appropriate line of accounting and CitiDirect SDN on a separate sheet of paper. The cardholder will then attach all supporting documentation and forward to the AO. If an item has been returned and the credit voucher received, the cardholder will verify that the credit is reflected on the statement. The cardholder will retain the transaction documentation in a suspense file until the transaction or credit appears on the statement. If transactions and credits are not on the next monthly statement, the cardholder or AO will notify the Dispute Office contact to resolve and reconcile the statement. For any transaction that does not have a CitiDirect SDN, the AO must be contacted immediately, and the statement cannot be certified until advised by the APC. The cardholder must sign the monthly statement and forward it to the AO within 2 working days of receipt. If the cardholder cannot review the statement at the time it is received, the AO will review the cardholder's statement and submit the CITIBANK Account Summary for payment. The AO will meet with the cardholder upon his/her return to go over the cardholder's statement.

b. Missing Documentation. If for some reason the cardholder does not have documentation of the transaction to send with the statement, he/she must attach an explanation that includes a description of the item, date of transaction, merchant's name, and why there is no supporting documentation.

c. AO. The AO is responsible for reviewing and signing the cardholder's monthly statement of account and will accomplish the following:

- (1) Reconcile the cardholder's monthly statement of account with the CITIBANK Account Summary;
- (2) Ensure that all purchases accomplished by the purchase cardholders within their cognizance are appropriate and the charges accurate;
- (3) Verify supporting transaction documentation on all card accounts prior to certifying the monthly invoice;
- (4) Notify the Chief of Staff and APC in the event of any suspected unauthorized purchase (purchases that would indicate noncompliance, fraud, misuse, and/or abuse);
- (5) Ensure proper receipt, acceptance, and inspection is accomplished on all items being certified for payment. Verify the existence of receipt and acceptance documentation by placing their initials in a corner of each of the cardholder's transaction receipts;
- (6) Certify the monthly invoice within 5 days of receipt; and
- (7) Return all supporting documentation to the cardholder.

d. Record Retention. Financial records such as monthly invoices and statements must be retained for 6 years and 3 months. APCs, AOs, and CHs must maintain purchase-related records, such as purchase card logs and requisitions, for a minimum of 3 years.

19. Billing Errors and Disputes

a. Questionable Items. If a cardholder receives a statement that lists an unrecognized transaction, the

cardholder (or the AO) must notify the Dispute Office contact and complete the CITIBANK Government Cardholder Dispute Form. This may include circumstances where the purchase cardholder did not make the transaction, the amount of the transaction is incorrect, or the quality of service is an issue. CITIBANK will credit the transaction until the dispute is resolved. In addition, a copy of the form must be attached to the cardholder's monthly statement and sent to the APC.

b. Defective Items. If items purchased with the card are found to be defective, the cardholder has the responsibility to obtain a replacement or correction of the item as soon as possible. If the merchant refuses to replace or correct the faulty item, then the purchase of the item will be considered in dispute. Items in dispute are handled in the same manner as billing errors.

20. Contact with CITIBANK. Cardholders will contact CITIBANK only to report a lost or stolen card (see paragraph 20). Direct all other questions to the contacts listed in these procedures. CITIBANK has two dedicated Client Account Specialists. They can be reached by calling 1-800-790-7206 or collect 1-904-945-7850; select option 4, then extension 69896 or 69880.

21. Lost or Stolen Cards

a. Telephone Notification. If the card is lost or stolen, it is important that the cardholder immediately notify CITIBANK by calling 1-800-790-7206.

b. Written Notification. The cardholder must also notify the AO and the APC of the lost or stolen card within 1 workday after discovering the card missing. The AO will submit a written report to the APC within 1 workday. The report will include:

- (1) Card number.
- (2) Cardholder's complete name.
- (3) Date and location of the loss.
- (4) If stolen, date reported to police.
- (5) Date and time CITIBANK was notified.

(6) Any purchase(s) made on the day the card was lost/stolen.

(7) Any other pertinent information.

c. Card Replacement. CITIBANK will mail a replacement card within 1 business day of the reported loss or theft. A card that is subsequently found by the cardholder, after being reported lost or stolen, will be cut in half and given to his/her AO or the APC. The APC will notify CITIBANK that the card has been destroyed.

22. Cardholder Leaves the Command. Upon departure of a cardholder, the cardholder must surrender the card to his/her AO or APC. The APC will cancel the account via the CitiDirect web site.

23. Transfer, Retirement, or Termination of Employment. If a cardholder leaves the command, the cardholder account will be closed via the CitiDirect web site. If a cardholder is moved to a new AO, the account will be closed and a new account will be established under the new AO. However, the APC, AO, and cardholder will ensure that all transactions are completed and that there are no unresolved disputes before closing the account.

24. Internal Review of the Local Program

a. Monthly APC Reviews. Using ad-hoc reporting, the activity APC shall conduct monthly transactional reviews. The review shall include all of the purchase card transactions within the previous month for all card accounts under the APC's cognizance. Results should be reported to the Chief of Staff. The review shall target the following critical elements:

- (1) Suspicious vendors
- (2) Split purchases
- (3) Equitable distribution of business
- (4) Purchases exceeding the micro-purchase threshold

b. Semi-Annual APC Reviews. Semi-annual reviews shall consist of an evaluation of local operating procedures,

internal management controls, and a transactional review using ad-hoc reporting. A copy of the report shall be provided to the Chief of Staff. The reporting periods for the semi-annual reviews shall encompass the months of April through September and October through March. The following areas must be covered in any purchase card program review:

- (1) Review of internal operating procedures to ensure compliance with current DOD/DON regulations and directives
- (2) Program compliance with applicable training requirements
- (3) Appropriate delegations of authority
- (4) Integrity of purchase request process
- (5) Compliance with micro-purchase procedures
- (6) Receipt, inspection, and acceptance procedures
- (7) Invoice certification process
- (8) Prompt payment issues
- (9) Use of the purchase card as method of purchase vice a method of payment
- (10) Span of control (card accounts to AO and card accounts to APC)
- (11) Delinquencies
- (12) Account spending limits
- (13) Questionable transactions
 - (a) Purchases not required or fulfilling minimum, immediate need to support DON mission
 - (b) Purchases not for government use, but for personal use
 - (c) Purchases that exceeded authorized limits

(d) Requirements that were split to circumvent the micro-purchase threshold

(e) Purchases that were prohibited items explained in the purchase card desk guide

(f) Purchases from vendor locations that appear questionable in terms of mission requirements

(g) Screening for mandatory sources

(h) Equitable distribution of business

25. Semi-Annual Major Claimant Reporting

a. NSTC APC shall perform semi-annual reviews and report to the Level 3 APC for compilation and submission to DON EBUSOPSOFF. The reporting period for the semi-annual review due 15 May of each year shall encompass the months of October through March. The reporting period for the semi-annual review due 15 November of each year will encompass the months of April through September.

b. Major Claimant Reporting Elements

(1) Total number of APCs

(2) Total number of AOs

(3) Total number of purchase card accounts

(4) Number of APCs who exceed the ratio of 300 card accounts to one APC

(5) Average claimancy ratio of purchase card accounts to AOs

(6) Number of AO accounts above the 7:1 ratio

(7) Number of cardholders, approving officials, APCs trained

(8) Questionable transactions

(a) Purchases not required fulfilling minimum, immediate need to support DON mission

(b) Purchases not for government use, but for personal use

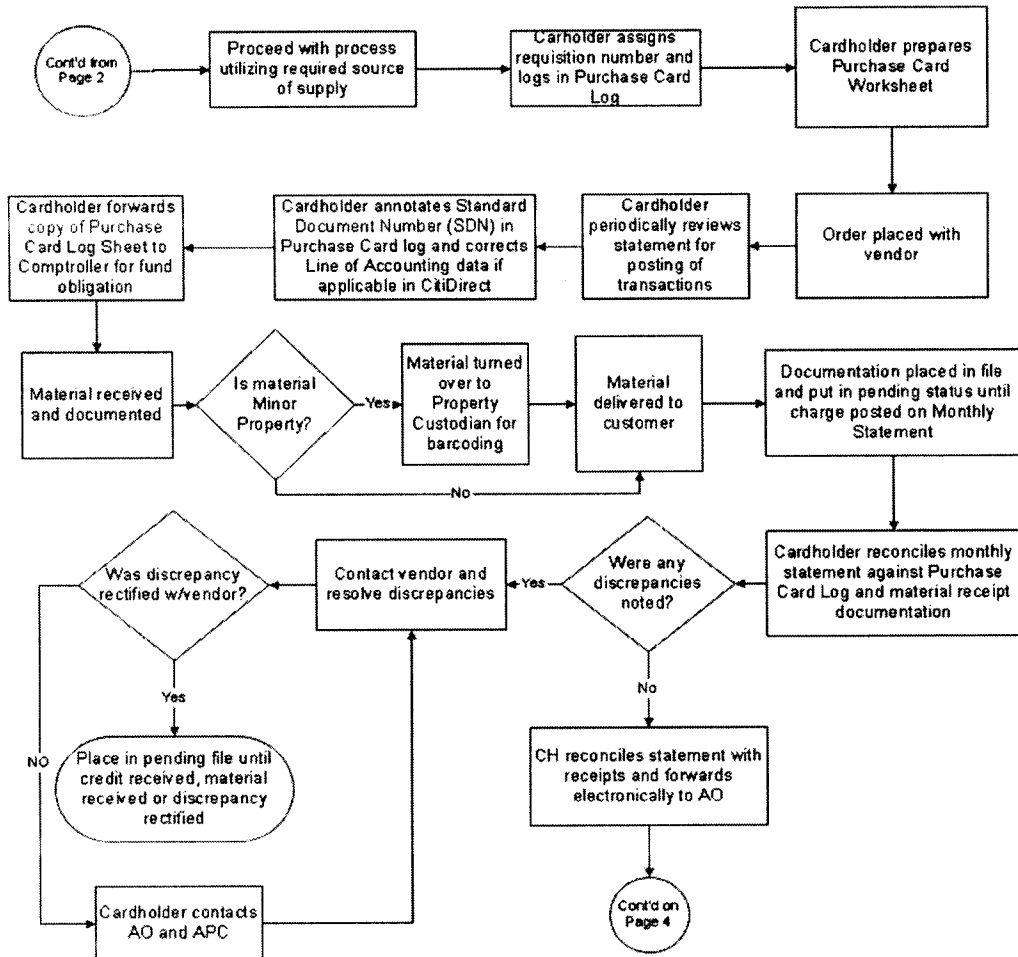
(c) Purchases that exceeded authorized limits
Requirements that were split to circumvent the micro-purchase threshold

(e) Purchases that were prohibited items
explained in the purchase card desk guide

(9) Weaknesses in internal management controls
(description of weakness area and activity name)

Purpose: Process for using the GCPC as a method of procurement for purchases at or below \$2,500 and method of payment for procurements exceeding \$2,500.

Process Owner: Sarah Burnett 850-452-3996



Enclosure (2)

PURCHASE CARD LOG

[illegible]

APPOINTMENT LETTER FOR AGENCY PROGRAM COORDINATOR (SAMPLE)

4200
(Initiating Code)
(Date)

MEMORANDUM FOR (RANK (IF APPLICABLE)) (NAME), (COMMAND NAME)

Subj: APPOINTMENT AS AGENCY PROGRAM COORDINATOR FOR THE GOVERNMENT
COMMERCIAL PURCHASE CARD (GCPC)

Ref: (a) EBUSOPSOFFINST 4200.1A

1. This memorandum is formal notification that you are hereby designated as the Command Agency Program Coordinator (APC) to oversee the GCPC Program.
2. As the APC, you will be responsible for ensuring purchases made with the GCPC are per the Federal Acquisition Regulation and agency regulations. You must also verify that all purchases were necessary and for official government purposes per the provisions of reference (a) and local guidance. As APC, you have overall responsibility for implementation, management, administration, and day-to-day operations of the GCPC Program at this command. Typical responsibilities include, but are not necessarily limited to, keeping the command's internal operating procedures (IOP) current, training cardholders and approving officials, and general oversight of the program. You will be responsible for providing guidance and direction on all matters relating to the GCPC Program. Additionally, you will serve as liaison with Level Three APC, CitiBank, Approving Official(s), cardholder(s), and Resource Manager(s), and Reviewing Official to resolve any conflicts within the program.
3. You are also delegated authority to appoint Approving Officials, Certifying Officers, and cardholders and set necessary monetary limitations. Additionally, you are authorized to give authority to Certifying Officers to designate Accountable Officials.
4. Reference (a) provides detailed guidance for operation of the program.

(NAME AND TITLE)

Date: _____

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as the Agency Program Coordinator for the Government Commercial Purchase Card Program. I have read and understand my responsibilities, accountability, and duties as described in EBUSOPSOFFINST 4200.1A. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor) or until I am transferred, separated for any reason, or retire from service.

(NAME)

Enclosure (4)

NOMINATION LETTER FOR APPROVING OFFICIAL (SAMPLE)

Date:

From: Requesting Department
To: Command Agency Program Coordinator

Subj: PROSPECTIVE APPROVING OFFICIAL

Ref: (a) COMNAVSERVTRACOM INSTRUCTION 4200.1

1. Per reference (a), request (name of individual) be established as a Government Commercial Purchase Card (GCPC) Approving Official (AO).
2. (Provide a statement that assigning the individual as an AO is essential to meet mission requirements.)
3. (Indicate the type and kinds of items that will normally be approved and the monthly credit limit. In addition, provide the number of cardholders this individual will be monitoring.)
4. (State that the prospective AO has the training, business acumen, and judgment to act on behalf of the government per the applicable DON eBusiness Purchase Card Desk Guide.)

(NAME AND TITLE)

Enclosure (5)

APPOINTMENT LETTER FOR APPROVING OFFICIAL/CERTIFYING OFFICIAL (SAMPLE)

4200
(Initiating Code)
(Date)

MEMORANDUM FOR (RANK (IF APPLICABLE)) (NAME), (COMMAND NAME)

Subj: APPOINTMENT AS APPROVING OFFICIAL/CERTIFYING OFFICER

Encl: (1) DD577 Signature Card

1. You presently occupy a position wherein your duties include the functions of an Approving Official (AO) and payment Certifying Officer for (if applicable, add "vendor and") Government Commercial Purchase Card (GCPC) vouchers/invoices (if applicable, add "and vendor vouchers/invoices") NTE _____. This memorandum is formal notification that you are hereby appointed as an AO for cardholders under your purview NTE _____ (if applicable, add "and approve Requests for Procurement NTE _____"). Additionally, you will function as a Certifying Officer to DFAS OPLOC Pensacola, Bldg. 603-2, 130 West Avenue, Pensacola, FL 32508 for invoices associated with GCPC transactions. (NOTE: If designated as an AO to approve Requests for Procurement, cannot be designated as a Certifying Officer for invoices associated with these transactions.)

2. As an AO, you will be responsible for ensuring purchases made with the GCPC (if applicable, add "and contracting sources") are per the Federal Acquisition Regulation and agency regulations. You must verify that all purchases were necessary and for official government purposes per the provisions of EBUSOPSOFFINST 4200.1A, NAVSUPINST 4200.85D, and local guidance which governs the use of the card (if applicable, add "and Requests for Procurement"). You are responsible for verifying the necessity of purchase card (if applicable, add "and Requests for Procurement") transactions, ensuring transactions are per the Internal Operating Procedures (IOP), identifying misuse of the purchase card, reconciling monthly statements, and recommending appropriate action to your Agency Program Coordinator (APC) as a remedy for inappropriate use. You will certify GCPC (if applicable, add "and vendor") invoices for payment, either electronically or manually under your designation as a Certifying Officer.

3. As a Certifying Officer, you will be responsible for certifying vouchers and documents for payment. Certifying Officers who knowingly certify any illegal, improper, or incorrect payment processed by the Department as a result of any inaccurate or misleading certification are pecuniarily liable. This means that you may have to repay the total amount of any payment that was known at the time of certification to be illegal, improper, or incorrect. You must become thoroughly familiar with your responsibilities and accountability. Additionally, you are hereby granted authority to designate cardholders under your purview as Accountable Officials. Cardholders are responsible for supporting the certification of payment vouchers and must be advised of their responsibilities upon performing the reconciliation function. By your signature below, you acknowledge this appointment and affirm that you have read and understand your responsibilities as described in the following references:

Enclosure (6)

Subj: APPOINTMENT AS APPROVING OFFICIAL/CERTIFYING OFFICER

Title 31, US Code, Sec.3325 <http://www4.law.cornell.edu/uscode/31/3325.html>

Title 31, US Code, Sec.3528 <http://www4.law.cornell.edu/uscode/31/3528.html>

DoD Directive 7000.15 <http://web7.whs.osd.mil/pdf/d700015p.pdf>

DoDFMR Vol 5, CH33 http://www.dtic.mil/comptroller/fmr/05/05_33.pdf

4. As an AO/Certifying Officer, you must complete a DD Form 577, Signature Card (enclosure (1)). After completion of the Signature Card and the acknowledgment below, keep a copy and forward to your APC.

5. Your APC must be notified of problems you experience with the purchase card program to include questionable items found in the monthly statements. He/she is responsible for the overall administration and management of the program and is available for any assistance you may need.

(NAME AND TITLE)

Date:

ACKNOWLEDGMENT

1. By signature hereon, I acknowledge my appointment as an Approving Official and Certifying Officer. I have read and understand my responsibilities, accountability, and duties as described in EBUSOPSOFFINST 4200.1A and NAVSUPINST 4200.85D. I understand that I have the right to request relief of liability for any payment I authorized that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor) or until I am transferred, separated for any reason, or retire from service.

(NAME)

NOMINATION LETTER FOR CARDHOLDER (SAMPLE)

Date:

From: Requesting Department
To: Command Agency Program Coordinator

Subj: PROSPECTIVE PURCHASE CARDHOLDER

Ref: (a) COMNAVSEVTRACOM INSTRUCTION 4200.1

1. Per reference (a), request (name of individual) be established as a Government Commercial Purchase Card (GCPC) Cardholder (CH).
2. (Provide a statement that assigning the individual as a CH is essential to meet mission requirements.)
3. (Indicate the type and kinds of items that will normally be approved, and the single and monthly credit limits.)
4. (State that the prospective CH has the training, business acumen, and judgment to act on behalf of the government per the applicable DON eBusiness Purchase Card Desk Guide.)

(NAME AND TITLE)

CARDHOLDER DELEGATION OF AUTHORITY LETTER (SAMPLE)
(use appropriate letterhead)

4200
(Initiating Code)
(Date)

MEMORANDUM FOR (RANK (IF APPLICABLE)) (NAME), (COMMAND NAME)

Subj: DELEGATION OF AUTHORITY

Ref: (a) Federal Acquisition Regulation (FAR) 1.6
(b) Defense Federal Acquisition Regulation (DFAR) 201.6
(c) EBUSOPSOFFINST 4200.1A
(d) COMNAVSERVTRACOM INSTRUCTION 4200.1

1. Per references (a) through (d), you are hereby appointed as a contracting officer for the United States of America, limited to the use of the Government Commercial Purchase Card (GCPC) to purchase supplies and services using over-the-counter or over-the-telephone ("or over the Internet" can also be added if authorized as a procurement method) procurement methods. The GCPC will be used to pay for such purchases. The amount of any single purchase will not exceed \$_____ (NTE \$2,500). The billing cycle limit, which is 30 days, will not exceed \$_____ (NTE \$9,999,000), and the total fiscal year limit will not exceed \$_____. (If procurement via the Internet is authorized, then the following must also be stipulated in the letter: "When purchasing/ordering via the Internet, you will ensure that appropriate account safeguarding measures are taken.")

2. Authorized purchases are (include appropriate categories):

- Stand-alone procurement method (specify NTE amount)
- Method of payment against contract documents issued by a contracting officer (specify NTE amount)
- Oral orders against government contracts, such as IDIQs, GSA schedules/GSA Advantage, JWOD, etc. (specify NTE amount)
- DAPS (specify NTE amount)
- Purchase of Training (DD1556) (specify NTE amount)

3. Supplies or services may be purchased, consistent with your organizational responsibilities and monthly purchase limits established by the approving official designated to review your purchases, to satisfy legitimate requirements. The delegation does not authorize you to purchase supplies or services on the open market that are required to be obtained from mandatory sources of supply. It also does not authorize you to procure supplies or services for which procurement responsibility has been assigned to another organizational element.

4. All purchases must be made following applicable laws and regulations including, but not limited to, Federal Acquisition Regulation, NAVSUPINST 4200.85D, EBUSOPSOFFINST 4200.1A, and the (specify local command instruction) procedures for using the GCPC service.

5. Your attention is directed to paragraphs 10 and 11 of reference (d) entitled "Improper, Fraudulent, or Abusive Use of a Purchase Card" and "Restrictions on the Use of the Purchase Card." This delegation does not authorize you to purchase any of the supplies or services listed in paragraph 11.

Subj: DELEGATION OF AUTHORITY

6. Your approving official, (name of individual), is responsible for review and approval of all transactions made using this authority which is effective upon receipt of a purchase card with your name embossed on it. This delegation of authority is valid as long as you are employed at this command or until formally suspended, modified, or revoked by the head of this command or his/her designee.

7. The purchase card shall only be used for authorized U.S. Government purchases. Intentional use of the purchase card for other than official government business will be considered an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of your purchase card and further disciplinary action. You will be held personally liable to the government for the amount of any non-government transactions. Under 18 U.S.C. 287, unauthorized use of the purchase card could result in a fine of not more than \$10,000 or imprisonment of no more than 5 years, or both.

8. Questions concerning your delegation of authority or purchase card account should be directed to the Command Agency Program Coordinator, (name), who can be reached at (847) 688-4141.

(SIGNATURE OF COMMANDING OFFICER
OR HIS/HER DESIGNEE)
(TITLE IF APPLICABLE)

Date:

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as a Government Commercial Purchase Card cardholder. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any transaction that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect and will automatically terminate upon separation from (specify command name).

(CARDHOLDER'S NAME AND SIGNATURE)

Copy to:
APC
Approving Official

CARDHOLDER ACCOUNTABLE OFFICIAL LETTER (SAMPLE)
(use appropriate letterhead)

4200
(Initiating Code)
(Date)

MEMORANDUM FOR (INSERT CARDHOLDER'S NAME AND UNIT)

Subj: APPOINTMENT AS ACCOUNTABLE OFFICIAL

1. You presently occupy a position wherein your duties include the functions of an Accountable Official. This memorandum is formal notification that you are hereby appointed as an Accountable Official to (insert Certifying Officer's name).

2. As an Accountable Official, you will be responsible for supporting the certification of payment vouchers and documents for the following types of payments: government purchase card, manual and on-line certification.

3. Chapter 33, Volume 5, of the DOD Financial Management Regulation provides a description of your responsibilities and pecuniary liability as an Accountable Official. You should read and become thoroughly familiar with these responsibilities and liabilities, as you can be held pecuniarily liable for erroneous payments. After completion, you must acknowledge this appointment and that you have read and understand your responsibilities and liability by your signature, above your name, on the acknowledgment provided below.

(Insert Certifying Officer's Name)
(TITLE)

Date:

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as an Accountable Official. I have read and understand my responsibilities, accountability, and duties as described in Chapter 33, Volume 5, of the DoD Financial Management Regulation. I understand that I have the right to request relief of liability for any certification I supported that is determined to be an illegal, improper, or incorrect payment. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor) or until I am transferred, separated for any reason, or retire from service.

(Cardholder's Signature)
(CARDHOLDER'S NAME)

Enclosure (9)

REVIEWING OFFICER DELEGATION LETTER (SAMPLE)

4200
(Initiating Code)
(Date)

MEMORANDUM FOR (RANK (IF APPLICABLE)) (NAME), (COMMAND NAME)

Subj: APPOINTMENT AS REVIEWING OFFICIAL FOR THE GOVERNMENT COMMERCIAL
PURCHASE CARD

Ref: (a) Financial Management Regulation (FMR), Volume 5, Chapter 33
(b) EBUSOPSOFFINST 4200.1A

1. This memorandum is formal notification that you are hereby designated as the Command Reviewing Official to ensure payments are legal, proper, and correct within the Purchase Card Program.

2. As the Reviewing Official you will be responsible for pre and post payment reviews of the payments certified by the Approving Officials or Disbursing Officer. You shall not concurrently serve as an Accountable, Certifying, or Disbursing Official or Agency Program Coordinator (APC). Following are your duties:

- a. Perform monthly pre/post certified payment audits using stratified statistical random sampling as described in reference (a).
- b. Make an initial determination of questionable certification, maintain a file of all inquiries, and ensure inquiries are resolved within 30 calendar days.
- c. Refer determinations of questionable legality, propriety, or correctness to APC and Head of Activity (HA).
- d. Forward copies of final reports with findings to the HA and Major Claimant Level III APC.

3. Reference (b) provides additional guidance for operation of the program.

(NAME AND TITLE)

Date:

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as the Reviewing Official for certified payments. I have read and understand my responsibilities, accountability, and duties as described in the FMR and EBUSOPSOFFINST 4200.1A. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor) or until I am transferred, separated for any reason, or retire from service.

(NAME)

**SAMPLE SCHEDULE OF POTENTIAL GCPC OFFENSES AND
REMEDIES TO CIVILIAN EMPLOYEES**

The chart below is one example of potential charge card offenses and remedies or penalties for such offenses. Components must otherwise comply with all applicable law and regulatory guidance in determining whether to impose disciplinary or adverse action in any specific case.

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Unauthorized use of or failure to appropriately control use of Government Purchase Charge Card as a cardholder, approving official responsible for use or oversight of the card	Letter of Counseling to removal	14-day suspension to removal	30-day suspension to removal

PURCHASE ORDER REQUEST FORM

This form should be used when making micro purchases. Card Holders will attach training and printing forms, servmart shopping lists, etc., when appropriate.

Card Holder Name: _____

Date Prepared: _____

Vendor Name/Address/Phone/Fax Number:

Request: (List Item(s) or Services and Dollar Amount) Attach additional sheets if necessary

Description	Quantity	Unit	Unit Price	Total Amount
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
JUSTIFICATION FOR PURCHASE:			Total	\$0.00

JUSTIFICATION FOR PURCHASE:

Total	\$0.00
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ITEMS FOR INFORMATION TECHNOLOGY (IT) OR HAZMAT REQUIRE AN APPROVAL SIGNATURE.

Technical Screening (Circle as Applicable)

Environmentally Safe Product:

YES

NO

JWOD: YES NO DAPS: YES NO Prohibited List: YES NO NIB/NISH: YES NO

HAZMAT	YES	NO	Info Tech (IT):	YES	NO	Pilferable Item:	YES	NO
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Approval Signature: _____ **(print name and sign)**

"I CERTIFY THAT THIS PURCHASE CONFORMS TO ALL APPLICABLE MICRO AND SMALL PURCHASE REGULATIONS"

Card Holder's Signature: _____ **Date:** _____

Optar Holder's Signature: _____ **Date:** _____

LOA: AA **AA Amount:**

AB AB Amount:

DOC #: _____ **Total:** \$0.00

AO's Signature: _____ Date: _____

PURCHASE DATE: _____

RECEIVED BY: _____ Date: _____
(End User) (Print Name)

Signature

If purchase is cancelled, card holder must notify the OPTAR Holder and indicate cancellation date below:

Date Cancelled: _____

STOP! Provide copy of receipt document to the OPTAR holder!

Card Holder Name: _____ **Date Prepared:** _____

Vendor Name/Address/Phone/Fax Number: _____

Description	Quantity	Unit	Unit Price	Total Amount
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
JUSTIFICATION FOR PURCHASE:			Total	\$0.00

Technical Screening (Circle as Applicable)				Environmentally Safe Product:				YES	NO		
JWOD:	YES	NO	DAPS:	YES	NO	Prohibited List:	YES	NO	NIB/NISH:	YES	NO
HAZMAT	YES	NO	Info Tech (IT):	YES	NO				Pilferable Item:	YES	NO

Approval Signature: _____ **(print name and sign)**

"I CERTIFY THAT THIS PURCHASE CONFORMS TO ALL APPLICABLE MICRO AND SMALL PURCHASE REGULATIONS"

Card Holder's Signature: _____ Date: _____

Optar Holder's Signature: _____ **Date:** _____

LOA:	AA	AA Amount:	
	AB	AB Amount:	
DOC #:		Total:	\$0.00

AO's Signature: _____ **Date:** _____

PURCHASE DATE: _____

RECEIVED BY: _____ Date: _____
(End User) (Print Name)

Signature

Date Cancelled: _____

STOP! Provide copy of receipt document to the OPTAR holder!

Instructions for Preparation of Purchase Order Request Form

1. Card holders should use this form in lieu of NC Form 2276 when making micro purchases. Training, printing, servmart shopping lists, etc., should be attached when appropriate.

2. Card holders are to list item(s) and/or service(s) to be purchased. A description is required along with the quantity, type unit, and unit price. The total amount will automatically calculate once the quantity and unit price are entered. If you choose to hand write the form, attach the calculator tape used to come to the total. It is the card holder's responsibility to insure that costs indicated are correct. If additional space is needed the supplemental sheet should be used. Justification for the purchase should be entered on the form in the space provided, e.g., the supplies or services will be used in support of the Regional Commander's conference, supplies are consumables used in support of security operations, etc.

3. This form contains required technical screening information. Card holders are to complete this section by circling appropriate tech requirement, obtain special tech signature, and sign the card holder's certification statement prior to submitting to the OPTAR holder. If it is a pilferable item, the card holder must E-mail the APC serial number, PO #, department name, persons name, and date. As always, submit monthly certification statements, logs, and all supporting documents to the APC. The APC will maintain the pilferable item inventory ensuring all pilferable items purchased with the GCPC are accountable for. Below are websites and points of contact to assist you in tech screening your purchases.
JWOD - www.jwod.com Nib/Nish - www.nish.org
Environmentally Safe - <http://www.epa.gov/cpg>
Hazmat - Tim Johnson @ 3571 Information Tech - Mark Heinzen @ 2622 for
Region/NavSta/Crane or Dale Kerkman @ 3456 X227 for NSTC
Pilferable & Prohibited Items List - NSTC APC Gussie Hendrix @ 4141 or
Judy Totin for Region/NavSta/Crane @ 2310 X4

4. The card holder will then take the form to the OPTAR holder who will either assign a document number from Fast Data (NSTC card holders) or create a document number for entry into CFMS (Region, Naval Station, or Crane card holders). Instructions on how to set up document numbers for after-the-fact documents in CFMS was sent to all OPTAR holders on 3 Sep 04 with a list of the new CCs and SCCs. The document number structure is shown below. If you have misplaced the message contact the Comptroller Budget Office immediately.

Svc Code	Benefitting UIC	FY	Type Doc	SCC	Serialization
N	00128, 61018, or 61040	05	MD	H1	001 thru 999

NOTE: Type Doc will be MD for all after-the-fact documents for which the purchase card is used.

5. The OPTAR holder will assign the document number and line of accounting (LOA), enter costs for each LOA, and sign and date the form. The card holder will then take the form to the approving official (AO) for signature.

6. The card holder is responsible for entering the purchase date, notifying the OPTAR holder of any cancellations, and providing a copy of the receipt document to the OPTAR holder for posting of receipts. In addition, the card holder should indicate to the OPTAR holder whether it is a partial or final receipt.

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE*(Read Privacy Act Statement and Instructions before completing form.)***PRIVACY ACT STATEMENT**

AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers.

PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.

SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY

1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE (YYYYMMDD)	5. SIGNATURE	

SECTION II - TO: APPOINTEE

6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X one)		
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> ACCOUNTABLE OFFICIAL	<input type="checkbox"/> OTHER (Specify)

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE:

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

DoDFMR, Vol. 5, chapter 33;

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.

16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE
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SECTION IV - TERMINATION OF APPOINTMENT

<input type="checkbox"/>	The appointment of the individual named above is hereby revoked.	18. EFFECTIVE DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE	

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

This form may be used to:

1. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
2. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.

SECTION I.

1. Enter the name of the Commander/Appointing Authority.
2. Enter the Commander/Appointing Authority's title.
3. Enter the Commander/Appointing Authority's DoD Component/Organization location.
4. Enter the date the form is completed.
5. The Commander/Appointing Authority must place his or her legal signature in the block provided.

SECTION II.

6. Enter the Appointee's name.
7. Enter the Appointee's social security number.
8. Enter the Appointee's title.
9. - 11. Enter the name, complete address, and telephone number of the DoD Component/Organization activity to which appointed.
12. Enter the date the appointment is to be effective.
13. Mark X in the appropriate box indicating the purpose for the appointment.
14. Describe in detail the duties the Appointee will be required to perform, to include types of payments, records and vouchers for which authorized (specifying the applicable disbursing station symbol number(s) affected), and any other pertinent information.
15. List all regulations the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION III.

16. - 17. The Appointee shall print his or her name and enter his or her legal signature in the spaces provided.

SECTION IV.

Completing this section will terminate the original appointment as of the effective date. If partial authority is to be retained, a new DD Form 577 must be completed.

Mark X in the box provided to indicate the appointment is being revoked.

18. Enter the date the termination is effective.
19. The Appointee will initial in the space provided acknowledging revocation of the appointment.
20. - 22. The Commander/Appointing Authority must place his or her name, title and legal signature in the spaces provided.